

CAPITAL PLANNING COMMITTEE

Lunenburg, Massachusetts

Marion M. Benson, Chair
Carl Sund, Mbr.
Colleen Shapiro, Mbr.
Brian Laffond, Mbr.
Elaine Murphy, Mbr.



17 Main Street
P.O. Box 135
Lunenburg, MA 01462

Minutes
September 7, 2011

Meeting Posted: Yes
Place: Ritter Memorial Building, 960 Massachusetts Avenue
Time: 9:00 AM

Present: Elaine Murphy, Colleen Shapiro, Marion M. Benson
Absent: Carl (Ernie) Sund, Brian Laffond, Kerry Speidel

Approved minutes of 8-4-11.

Discussions:

Forms and Procedures- Consensus was that the latest packet submitted to the Department Heads was an improvement. Noted more complete discussions should be held with Department Heads, even looking out ten years.

Review of past CPC Plans- Committee was presented with a booklet of past FY/CPC Plans back to 1997; Committee felt that this data would be helpful.

Capital Program (large items like buildings, roofs, etc.) should come more into the planning elements of capital spending. School representative discussed the current work being brought forth through a committee on re-evaluation of grade set-up and a new high school and possible junior/senior high. Representation on the Committee was discussed.

Meeting schedule for review was set as follows:

1. Police
2. Department of Public Works, Sewer
3. Council on Aging, Library
4. Technology
5. Schools

Appointment times will be set at a later date. Other interview appointments will also be set at a later date.

Schedule still remains that Inventories, Form Bs, and Five Year Plans will be due on September 30th. Reminders will be sent on Sept 20th.

Noted that the Technology Director requested all Departments submit their technology requests to her ASAP.

Next Capital Planning Committee meeting will be set following review by Town Manager. The meeting date will be set for Thursdays, 9:00 AM, Ritter Memorial Building. The Committee anticipates weekly meetings to complete the FY13 deadline.

Adjournment 11:15 AM.

Capplan/minutes/2011/09.07.11 CPC minutes